

EMPLOYMENT DEVELOPMENT DEPARTMENT

CEA



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION TITLE: **NORTHERN AREA ADMINISTRATOR
DISABILITY INSURANCE BRANCH**

LEVEL: **CEA 1 \$5768 - \$7324**

FINAL FILING DATE: **Open Until Filled**

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, Disability Insurance (DI) Branch, the Northern Area Administrator plans, organizes, directs, and facilitates the DI program for 13 office sites, the legislatively mandated Paid Family Leave Program, and the State Disability Insurance for State employees program. The Northern Area Administrator has primary responsibility for ensuring accurate, consistent, and efficient delivery of services related to claim processing and payments. The incumbent also ensures consistent operations in all Northern Area offices and ensures effective interrelationships with Southern Area offices and the DI Branch Central Office. As a member of the DI Branch Management Team, the incumbent actively participates in the formulation of DI Branch policies and strategic direction to ensure uniform and consistent operations in all DI offices statewide. The Northern Area Administrator is responsible for continuously improving internal and external customer service, program quality, and program performance, and for establishing and maintaining effective oversight systems.

FILING INSTRUCTIONS:

All applicants must submit a completed **Standard State Application (Form 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: Lisa McVay
P.O. Box 826880
Sacramento, CA 94280-0001

Applications may be obtained from the State Personnel Board's web site at <http://www.spb.ca.gov>. **Applications submitted without a SOQ may be eliminated from this examination process.** The SOQ should be one, but no more than two pages in length, and is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualifies them for the position. Applications will be accepted until September 29, 2006, or until the position is filled. All inquiries regarding this examination should be directed to Lisa McVay at (916) 654-6559.

EXAMINATION INFORMATION:

The examination process will consist of an evaluation of applications and SOQs to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Northern Area Administrator, DI Branch.

Special Testing: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make special arrangements.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

And in Addition to the Minimum Qualifications:

Must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program.

Knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

DESIRABLE QUALIFICATIONS:

1. Experience in the management and administration of a statewide program with extensive field operations.
2. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiative at all levels, and use sound judgment in managing complex and varied programs.
3. Demonstrated ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
4. Administrative experience with internal control, evaluation, and fraud detection systems in automated environments.
5. Ability to direct the planning and implementation of improved information technology methods to increase the efficiency of service delivery systems.
6. Knowledge of programs and functions administered by the DI Branch.
7. Knowledge of Employment Development Department's Strategic Plan, mission and values.
8. Ability to establish and maintain effective working relationships both within the Department and on behalf of the Department with executive levels of industry, labor, State and local government, and the medical profession in matters related to the DI Branch administered programs.
9. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.